

# CLINIC ASSISTANT

## City of Milwaukee Health Department (MHD)

**PURPOSE:** Under the direction of the Public Health Nurse Supervisor or the Women's, Infants and Children Program Manager, Clinic Assistants work in clinics, homes, and childcare centers to assist Public Health Nurses (PHNs), Registered Dietitians (RDs), and Dietetic Technicians-Registered (DTRs) in performing various client and administrative services, including registering clients, performing screening tests, taking basic health histories, making observations, making routine referrals, being responsible for medical equipment and supplies, and performing general clerical duties.

### ESSENTIAL FUNCTIONS:

#### Client Services:

- Set up screening rooms, calibrate equipment, assure availability of supplies, and maintain quality control and equipment maintenance records.
- Perform screening tests and procedures, including taking height and weight measurements and doing finger sticks for hemoglobin and lead.
- Notify PHN/nutritionist of possible child abuse or negligence.
- Perform client intake/registration activities, including the following:
  - Assuring verification of personal identification, income eligibility and residence;
  - Assuring validity and availability of consent form;
  - Assigning pick up days;
  - Performing food instrument issuance including assessing catch-up issuance needs;
  - Entering health assessment data into database system;
  - Assuring food instrument registers are completed accurately and are signed;
  - Scheduling appointments;
  - Answering phone inquiries; and
  - Disseminating a variety of referral/service information.

#### Administrative Services:

- Perform Quality Control tests on blood testing machines at MHD's Southside Health Center, Keenan Health Center, and Northwest Health Center.
- Attend relevant training workshop and participate on committees.
- Provide screening practice/procedure training to staff and students/interns.
- Participate in clinic team meetings to assist in quality assurance initiatives.
- Serve as back-up to the Office Assistants as needed, and perform other job-related duties as assigned.

### CONDITIONS OF EMPLOYMENT:

- The Clinic Assistant is required to work occasional weekend and/or evening hours based on program needs.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### MINIMUM REQUIREMENTS:

1. Nursing Assistant certification **OR** equivalent course work and/or work experience in health assessment assistance, including weighing, measuring and hemoglobin/hematocrit testing.

**NOTE:** Copies of Nursing Assistant certification or transcripts should be submitted with application – **OR** – sent to the City of Milwaukee, Department of Employee Relations, ATTN: Katrina Whittley, Human Resources Analyst, Sr, 200 E Wells St, Room 706, Milwaukee, WI 53202.

2. Valid driver's license and availability of a properly insured automobile for use on the job at time of appointment and throughout employment. Automobile allowance is provided in accordance with applicable labor agreement.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Basic knowledge of public health care, the treatment and prevention of illness and disease, medical terminology, and clinic policies and procedures.
- Ability to work with job-related medical equipment.
- Ability to establish and maintain good working relationships with a multi-cultural, multi-disciplinary team, other agencies, and the public.
- Written and oral communication skills.
- Telephone skills.
- Ability to perform general clerical tasks.
- Ability to work in a fast-paced environment.
- Ability to maintain patient confidentiality and adhere to ethical and legal standards, including HIPAA.

**DESIRABLE QUALIFICATIONS:**

- Computer skills

**THE CURRENT SALARY RANGE (309) IS: \$29,781 to \$36,538** annually with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training & experience evaluation, written or oral tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to an oral examination. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **April 23, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination.